



***State of Washington
Department of Transportation
Notice to Consultants***

On-Call Communications and Public Involvement Specialty Services

Washington State Department of Transportation solicits interest from consultants interested in submitting a Statement of Interest to provide On-Call Communications and Public Involvement Specialty Services. WSDOT intends to select On-Call Communications and Public Involvement Specialty Services with individual expertise in the following categories:

- Writing;
- Market Research; and
- Graphic Design.

Each category will be reviewed and scored independently. Firms must submit a separate proposal for each category if they wished to be considered for more than one category. Please ensure that your submittal's response to the criteria definitions focuses only on the category of work you are responding to.

There will also be a Regional Listing for each category of work. Firms will be required to indicate the Region or Regions in which they wish to provide services for each category. The regions are as follows:

- Northwest Region – Seattle;
- Olympic Region – Olympia;
- Southwest Region – Vancouver;
- North Central Region – Wenatchee;
- South Central Region – Yakima; and
- Eastern Region – Spokane.

The agreements will be for a three (3) year period with the option to extend each agreement for one (1) additional year. The agreements will be for the amount of \$350,000, each. Multiple firms will be selected for each Regional category of work.

Project Description

Successful consultants will be awarded On-Call Task Order agreements for work to be completed on an as-needed. Projects vary and will require expertise in the category for which you are submitting. Successful consultants will demonstrate the following expertise for those categories of work for which they will be submitting:

Writing

Develop and produce text for a variety of mediums, including print, video, direct mail, the Internet, transit, outdoor, display, television and radio;

Market Research

Provide the ability to produce, analyze, and use qualitative and quantitative market research and public outreach. Consultants must provide the ability to gather, analyze, and present



interests and concerns of communities and the public; and

Graphic Design

Develop and produce symbols, signatures, logos, trademarks, and other art to identify products, programs, services, locations and other applications.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for this On-Call project. The following information and criteria will be used to evaluate and rank responses:

- Qualifications/Expertise of Firms on Team;
- Qualifications of Proposed Project Manager(s);
- Key Team Members Qualifications (Prime Consultant and Sub-consultant);
- Firm's Project Management System (Prime Consultant Only);
- Work Samples;
- References/Past Performances (Prime Consultant Only); and
- Cost Factors (Prime Consultant and Sub-Consultant.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Request for Proposal (RFP) at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of thirty (30) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized, text must be of a readable size font), and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, the completed Submittal Information Packet form(s) and the five (5) work samples. Please provide only 1 copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Statement of Interest.

The RFP shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the RFP, category of work, and region(s) you wish to work in, listed on the cover of the submittal and on the Transmittal Letter;
- Transmittal Letter;



- Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- Completed Performance Evaluations for the Prime Consultant Only;
- Responsiveness to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the Revised Code of Washington (RCW) 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your submittals and work samples, whether mailed or hand-delivered, **must arrive at the following address no later than 5:00 pm on Tuesday, November 26, 2002:**

Mr. Michael B. Rice
Director, Consultant Services
Washington State Department of Transportation
Capital View II Building, 2nd Floor
724 Quince Street SE
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

Questions regarding the technical aspect of this RFP should be directed to Ms. Linda Mullen at 360-705-7075.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT's "Disadvantaged Business Enterprise Program Plan." The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

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